

**DEPARTMENT OF EDUCATION
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
JOB OPPORTUNITY
CUSTODIAN
SUMMER PROGRAM**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public

Location: Various Schools

Hours: 4 week / 6 weeks

Salary: \$14.67 per hour

Closing Date: June 12, 2013

Job Posting #: 102136, 102137, 102138

EXAMPLE OF DUTIES:

Performs custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, kitchens, dining rooms and lavatories, areas outside the building (trash pick-up, etc); dusts, mops, sweeps, scrubs, strips waxes, polishes including glass, windows, woodwork, walls, furniture and metal equipment; assists with snow removal, shoveling, etc; collects and disposes of trash, reports need for repairs, performs minor maintenance, runs errands, change light bulbs and replaces fuses; inspects buildings for damage and reports to supervisor; moves furniture and/or set up classrooms; performs related duties as required.

GENERAL EXPERIENCE:

Some oral and written communication skills; some interpersonal skills, including the ability to work with students; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for, and perform minor maintenance on equipment used in daily work; ability to work independently; some ability in simple record keeping and preparing reports.

PREFERRED EXPERIENCE:

The ideal candidate has experience performing custodial work in a school or other large building.

SPECIAL REQUIREMENT:

The appointing authority may require possession of an appropriate current license or permit during employment in this class.

PHYSICAL REQUIREMENT:

Incumbents must have adequate physical strength, stamina, physical agility and auditory acuity and must maintain such physical fitness as to be able to perform the duties. Incumbents may be required to lift moderate to heavy weights.

Note:

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
2. This position may revert to first shift during school closings, vacation and summer recess.

ELIGIBILITY REQUIREMENT:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) current professional references to:

Ella T. Grasso Technical High School
189 Fort Hill Road
Groton, CT 06340
ATTN: Wendy Monk
TEL: (860) 448-0220
FAX: (860) 446-9895
E-MAIL: wendy.monk@ct.gov

A.I. Prince Technical High School
500 Brookfield Street
Hartford, CT 06106
ATTN: Theresa Ginley
EL: (860) 951-7112
FAX: (860) 951-1529
E-MAIL: theresa.ginley@ct.gov

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding Connecticut Technical High School system's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617- 289-0111
Fax number 617- 289-0150
TTY/TDD 877-521-2172

(matters related to race, color, national origin, age, sex and/or disability).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER